

# Publicity Checklist

Name of Show: \_\_\_\_\_ Dates: \_\_\_\_\_

Publicity Chairperson: \_\_\_\_\_

Publicity Committee: \_\_\_\_\_

Duty	Assigned to	Deadline	Completed?
Announce cast on school PA			
Submit news releases to papers			
Design program			
Acquire student biographies for program			
Get ads for program			
Print program			
Design poster			
Print posters			
Distribute posters			
Design and print tickets			
Design flyer			
Print flyers			
Distribute flyers			
Invite newspapers to rehearsal			
Submit news releases to papers			
Submit news releases to radio			
Make performance announcement (PA)			
Make picture collage for lobby			
Invite administration/board			